

MINUTES OF GEOGRAPHY DIVISION STAFF MEETING, 4 November 1959  
25X1A9a

PRESENT: [REDACTED]

1. Responsibilities in Research and Reports

The discussion was concluded at this meeting. There was general agreement that most differences in the roles of the analyst, branch chief, editor, and division chief in the production process are differences in points of emphasis. There is much overlap between the responsibilities of one participant and those of another. Each overlap, however, reflects the necessary application of controls from different points of view. The following is a listing of the major responsibilities of each participant as identified by the group:

Analyst

Adequacy of substance; accuracy of data; sources  
Focus and pitch appropriate to the consumer  
Organization  
Pertinency of contents  
Completeness  
Clarity  
As nearly perfect a paper as circumstances permit

Branch Chief

Check on focus, pertinency, organization, clarity, sources  
Passing check on factual accuracy  
Initial guidance of the analyst  
Include him in all orienting and coordinating conferences; share in the initial formulation of the task and its possibilities.  
Mid-term review; verify that analyst is on the right track  
Provide bigger view  
Is the project adequately thought out? Does it conform to the purpose?

Training

Should look for mistakes and correct them; but also there is the necessity for building good work habits and an appreciation of procedures that will permit the analyst to do a better job next time

Spot support

Use of superior technical experience, or ability to carry out some kinds of coordination (because of higher rank), or simply own two hands, as tasks require it

Basic tie-in with experience of other branches; coordination

Deadlines

Editor

Mechanical editing

Grammar, rhetoric, meeting standard regulations on format, etc.

Major assurance for pitch, clarity, organization, general effectiveness

Generally accomplished by recasting, which the analyst and branch chief then will approve

Training,, exercised as a concomitant of the editing process

Fresh eyes, substantively trained

Preparation of manuscript for publication

Division Chief

Overall guide lines

Directs motion -- in fact generates motion

Division mission and functions

Programming -- the broader aspects

Guidance on essential vs. non-essential projects; objectives; goals; techniques

Initial evaluation and approval of project idea

Broad substantive review and approval of finished study

Conformance to Area and Office policy

Planning-level coordination; influence on policy

Can circulate more and "hear" more

Gets to the branch chief and analyst what is needed to do a project within the time available

Priorities, deadlines, overlapping between branches

2. Briefing of St/I

25X1A9a [REDACTED] will brief St/I this afternoon. He asked for comments that the group may want to get to St/I.

3. Miscellaneous

a. Contributions to UGF and PSAS: The Geography Division contributed 100 percent to UGF but fell short of that for PSAS.

25X1A9a

b. Official Use Only control: [REDACTED] Office of Security, has asked that this subject be taken up by memorandum addressed to OS, Attention Policy Staff. [REDACTED] will discuss the matter with [REDACTED] St/A. 25X1A9a

c. ICAO Historical Material Housed in Room 214: [REDACTED] will discuss disposition with [REDACTED] D/GL.

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